

Safety Inspection Guidelines

	Yes	No	NA
<i>Floors, hallways and exits</i>			
• Good housekeeping:	_____	_____	_____
• Halls and exits not blocked by storage			
• Walk-off mats — at entrances:	_____	_____	_____
• Adequate width and length			
• Beveled edges, good condition			
• “Wet Floor” signs — used, as needed	_____	_____	_____
• Nonslip floor finishes used	_____	_____	_____
• Defibrillators’, Fire Extinguishers	_____	_____	_____
• Current Inspection			
<i>Stairs</i>			
• Handrails — secured, good lighting	_____	_____	_____
• Stair treads — uniform, good condition	_____	_____	_____
• Stairwell fire doors — not blocked open	_____	_____	_____
• No storage that could hinder egress or create a fire hazard	_____	_____	_____
<i>Classrooms</i>			
• No coffeepots, microwaves, or toaster ovens or other appliances	_____	_____	_____
• No objects falling off walls:	_____	_____	_____
• Maps, pictures, decorations, wall coverings or screens — secured			
• Windows — work easily	_____	_____	_____
• Sturdy step stool — made available	_____	_____	_____
• Cords secure for equipment, computer workstations	_____	_____	_____
• File cabinet storages secure	_____	_____	_____
<i>Food service department — kitchens</i>			
• Equipment — guarded	_____	_____	_____
• Personal protective equipment available (i.e. gloves)	_____	_____	_____
• Floors — nonsolid surfaces	_____	_____	_____
• Fire safety — “Ansul” system inspected in past six months	_____	_____	_____
by professional contractor			
• Cutlery — proper storage when not in use	_____	_____	_____
• First aid kit, MSDS binder available	_____	_____	_____
• Good housekeeping practices	_____	_____	_____
<i>Cafeterias</i>			
• Floors — no tripping hazards and nonslip surfaces	_____	_____	_____
• Tables, chairs and stools — no rough edges or loose hardware	_____	_____	_____
• Tables — tip-over hazard controlled when stored	_____	_____	_____
• Loading docks: No slip, trip or fall hazards — handrails secured, ...	_____	_____	_____
adequate lighting, edge of dock highlighted			

Yes	No	NA
<i>Industrial arts department</i>		
• Eye protection and other PPE — enforced.....	_____	_____
• Safety rules — on walls and on machinery/equipment — enforced.....	_____	_____
• Machine guarding: Saws, lathes, other equipment.....	_____	_____
• Perimeter safety zones — well-marked.....	_____	_____
• Emergency stop buttons — provided.....	_____	_____
• Power to equipment properly disconnected and locked out for cleaning/maintenance	_____	_____
<i>Science labs</i>		
• Functional emergency equipment — safety shower, eyewash..... station, fire blanket and fire extinguisher	_____	_____
• Personal protective equipment — enforced.....	_____	_____
• Chemical storage — by compatibility.....	_____	_____
• Annual inventory of chemicals performed.....	_____	_____
• Security — supervised or locked storage rooms.....	_____	_____
<i>Offices</i>		
• Cords for equipment — no tripping hazards.....	_____	_____
• File cabinet storage — no tip-over hazard.....	_____	_____
• Computer workstations — set up to minimize strain.....	_____	_____
<i>Warehouse and storage areas</i>		
• Housekeeping — no excessive combustibles.....	_____	_____
• Ladders and step stools — in good condition.....	_____	_____
• Materials handling equipment — available.....	_____	_____
• Heaviest items — at waist level if on shelves.....	_____	_____
• Shelves — sturdy and secure.....	_____	_____
<i>Swimming pools</i>		
• Safety rules — posted and enforced.....	_____	_____
• Certified lifeguard — on duty during open hours.....	_____	_____
• Depth markers — on deck and on pool walls.....	_____	_____
• No diving — posted at shallow end of pool.....	_____	_____
• Safety rope — just before slope break.....	_____	_____
• Starting blocks — deep end of pool.....	_____	_____
• First aid equipment — two-piece stretcher, neck stabilizer and oxygen available	_____	_____
<i>Elevators — inspection schedule (certificates)</i>		
• Passenger elevator quarterly.....	_____	_____
• Passenger/freight elevator — quarterly.....	_____	_____
• Freight elevator — semiannually.....	_____	_____
• Dumbwaiter — annually.....	_____	_____
• Stairlift — annually.....	_____	_____
• Wheelchair lift — annually.....	_____	_____

Yes	No	NA
Boiler rooms		
• No flammable/combustible liquids stored.....	_____	_____
• No lawn mowers or snow blowers stored	_____	_____
• No blocked exits	_____	_____
• Good housekeeping	_____	_____
• Fire extinguisher — annual inspection by professional	_____	_____
contractor		
• Emergency generator — tested weekly	_____	_____
Bleachers and grandstands		
• Openings — less than four-inch diameter if seats are higher.....	_____	_____
than 30" above grade		
• Family seating area (if needed)	_____	_____
• Seatboards, footboards, railings and guardrails secured	_____	_____
• No loose bolts, cracked welds	_____	_____
Security		
• Adequate exterior lighting — including weekends:	_____	_____
• Doors, gates, loading docks		
• Bus garages, parking lots		
• Selected lighting — inside buildings	_____	_____
• After hours, on weekends		
• Alarms tied into central station	_____	_____
Playgrounds		
• Layout and design, signage (warnings)	_____	_____
• Surfacing materials	_____	_____
• Equipment maintenance	_____	_____
• Supervision	_____	_____
Sidewalks		
• Smooth walking surfaces, good lighting	_____	_____
• Steps, ramps — securely fastened handrails	_____	_____
Parking lots and traffic flow		
• Tripping hazards controlled.....	_____	_____
• School bus loading zones:	_____	_____
• Traffic rules posted and enforced		
• One-way signs, arrows painted on lot		
• Speed bumps, stop signs in use		
• Pot holes filled		
• Gravel / Cinders cleaned		

Signature _____

Signature _____

Date ____/____/____

Date ____/____/____